

**INDIANA COMMISSION ON PROPRIETARY EDUCATION**

*Board of Commissioners Meeting Memorandum*

**Date:** May 11, 2007

**From:** Rebecca Carter, Director of Regulatory Compliance

**Subject: DAVENPORT UNIVERSITY - MERRILLVILLE  
NEW DEGREE – HEALTH SERVICES ADMINISTRATION**

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**Staff Recommendation**

The commission staff recommends that Davenport University - Merrillville be granted the authority to award the Bachelors of Business Administration degree in the following program:

**Health Services Administration**

**Background Information**

Davenport University – Merrillville is regionally accredited by the North Central Association of College and Schools (NCACS).

This bachelors degree consists of 120 semester-credit hours of training; over 75% of the courses are in the Specialty and the remaining courses are in general education; and the faculty members hold a master's degree or above except for one individual who has a bachelor's degree plus more than ten (10) years experience in the field of study.

**Supportive Documentation**

1. Degree Application
2. Instructor Qualification Record forms

INDIANA COMMISSION ON  
PROPRIETARY EDUCATION

**DEGREE APPLICATION**

*(New or Renewal program)*

*Use the <tab> key to advance to the next field, or select a field by clicking the cursor.*

Name of Institution Davenport University - Merrillville

Name of Program Health Services Administration

Level of Degree (AAS, AS, AA, BAS, BA, BS, MBA, MAS, MA, MS, Ph.D.) BBA

Name of Person Preparing this Form Christine O'Brien

Telephone Number 574-277-8447 **Application Type**

Date the Form was Prepared April 24, 2007 ☒ **New** ☐ **Renewal**

**I. PROGRAM OBJECTIVES: Describe what the program is designed to achieve and explain how it is structured in order to accomplish the objectives.**

The purpose of this program is to prepare the graduate to administer health care services in a wide variety of settings. It further allows for a person working in the health care delivery field to redirect his or her career toward the area of administration.

Applications of the Health Services Administration degree can include, but are not limited to: working in integrated health care systems, in physician practices and with insurance carriers - third party administrators. It may be the preferred degree for individuals planning to go on to obtain a Masters in Health Services Administration.

Credits for previous allied health course work towards an associate's degree with an Allied Health credential (i.e., Registered Nurse, Medical Assistant) that are not an exact equivalent of Davenport University courses may be awarded, following consultation with the Dean of the School of Health Professions.

Required course work for this degree provides the student with a strong foundation in business, English composition, mathematics, diversity and ethics in addition to the health care major. This 120 credit hour degree meets North Central Association accreditation standards.

NAME OF PROGRAM:	<u>Health Services Administration</u>			
TOTAL COURSE HOURS:	<u>120</u>	Check one:	Quarter Hours	<input type="checkbox"/>
	<u></u>		<b>Semester Hours</b>	<input checked="" type="checkbox"/>
			Clock Hours	<input type="checkbox"/>
LENGTH OF PROGRAM:	<u>4 years</u>	TUITION:	<u>\$345/credit hour</u>	

<u>Course Number</u>	<u>Course Title</u>	<u>Course Hours</u>
ACCT201	Accounting Foundations I	4
CISP101	Computer Foundations	3
HLTH110	Medical Terminology	3
HLTH130	Health Care Law & Ethics	3
HLTH320	Public Health Perspectives	3
HSAD211	Health Care Management Foundations	3
HSAD403	Health Care Economics	3
MGMT21	Management Foundations	3
MKTG211	Marketing Foundations	3
FINC403	Health Care Finance	3
HINT110	Health Record Content	3
HINT201	Health Information Technology	3
HSAD200	Health Care Delivery Systems	3
HSAD210	Quality Assurance Health Care	3
HSAD250	Insurance Claims Processing	3
HSAD301	Cultural Issues in Health Care	3
HSAD302	Government Regs in Health Care	3
HSAD402	Health Care Risk Management	3
HSAD494	Health Care Management Seminar	1

**SPECIALTY COURSES:**

<u>Course Number</u>	<u>Course Title</u>	<u>Course Hours</u>
HSAD495	Health Services Admin Practicum	4
BIOL120	Essentials of Anatomy & Physiology	4
BIOL131	Introduction to Human Disease	3
HLTH101	Introduction to Health Careers	3

**GENERAL EDUCATION / LIBERAL ARTS COURSES:**

<u>Course Number</u>	<u>Course Title</u>	<u>Course Hours</u>
COMM120	Presentation Techniques	3
ENGL109	Composition	3
ENGL110	Advanced Composition	3
ENGL311	Professional Writing	3
MATH120	College Mathematics	3
MATH320	Introduction to Statistics	3
SOSC201	Diversity in Society	3
	Humanities Elective	3
	Social Science Elective	3

Number of Credit/Clock Hrs. in Specialty: \_\_\_\_\_ / 120 Percentage: 77.5  
Number of Credit/Clock Hrs. in General Courses: \_\_\_\_\_ / 120 Percentage: 22.5

If applicable:

Number of Credit/Clock Hrs. in Liberal Arts: \_\_\_\_\_ / 120 Percentage: 0

**III. LIBRARY:** Please provide information pertaining to the library located in your institution.

**1. Location of library; Hours of student access; Part-time, full-time librarian/staff:**

Davenport University - Merrillville Location, 8200 Georgia St., Merrillville, IN 46410

Hours of Operation: Monday - Thursday 8:00am - 8:30 pm, Friday 8:00am-1:00pm,

Saturday 8:30am-noon, Sunday - closed. 58.5 hours per week.

Staff: LInC Coordinator: Sun Zientara, Ph.D.

LInC Specialist: Marlene Adams, B.S.

Six student LInC Assistants working a total of 64 hours per week

**2. Number of volumes of professional material:**

Printed Material: 4,084

E-books: 15,532

Audiovisuals: 650

Aggregated databases: 55

**3. Number of professional periodicals subscribed to:**

Periodicals/Series: 24

**4. Other library facilities in close geographical proximity for student access:**

Lake County Public Library, Merrillville, Indiana

Indiana University Northwest, Gary Indiana

Purdue University Calumet, Hammond, Indiana

**If you have any questions pertaining to the required standards for degree granting approval, please refer to 570 IAC 10.**

Doc.: degreappform.doc

**\*\* Include all required documentation pertaining to the qualifications of each instructor.**

**Fill out form below: (PLEASE LIST NAMES IN ALPHABETICAL ORDER.)**

[illegible]

## INSTRUCTOR'S QUALIFICATION RECORD

***Please TYPE the form.***

Source of Training/Education	Location	Area or Subject of Training/Education	Period of Attendance	
			From:	To:
Valparaiso University	Valparaiso, Indiana	MA Sociology	1998	2000
Valparaiso University	Valparaiso, Indiana	BA Sociology	1996	1998
Ancilla College	Donaldson, Indiana	AS Criminal Justice	1994	1996
Applicable Experience	Location	Exact Nature of Experience	Employment Period	
			From:	To:
Davenport University	Merrillville, IN	Adjunct Instructor	2003	present
College of Court Reporting	Hobart, IN	Instructor	2002	present

## INSTRUCTOR'S QUALIFICATION RECORD

***Please TYPE the form.***

NAME OF INSTITUTION: Davenport University - Merrillville, Indiana

Diversity in Society
Introductory Sociology
Professional Ethics
Career and Education Seminar

Source of Training/Education	Location	Area or Subject of Training/Education	Period of Attendance	
			From:	To:
Valparaiso University	Valparaiso, IN	MA Liberal Studies - Human Behavior & Society	1995	2002
Purdue University Calumet	Hammond, IN	BA Sociology/Criminal Justice	1985	1990
Applicable Experience	Location	Exact Nature of Experience	Employment Period	
			From:	To:
Davenport University	Merrillville, Indiana	Adjunct Instructor	2001	present
Indiana University Northwest	Gary, Indiana	Asst. Dir. for the division of Business & Economics	1993	present
Sawyer College	Hammond & Merrillville, Indiana	Instructor	1998	1999



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NAME OF INSTITUTION: Davenport University - Merrillville, Indiana

Diversity in Society
Introductory Sociology
Professional Ethics
Career and Education Seminar

Source of Training/Education	Location	Area or Subject of Training/Education	Period of Attendance	
			From:	To:
Valparaiso University	Valparaiso, IN	MA Liberal Studies - Human Behavior & Society	1995	2002
Purdue University Calumet	Hammond, IN	BA Sociology/Criminal Justice	1985	1990
Applicable Experience	Location	Exact Nature of Experience	Employment Period	
			From:	To:
Davenport University	Merrillville, Indiana	Adjunct Instructor	2001	present
Indiana University Northwest	Gary, Indiana	Asst. Dir. for the division of Business & Economics	1993	present
Sawyer College	Hammond & Merrillville, Indiana	Instructor	1998	1999

## INSTRUCTOR'S QUALIFICATION RECORD

***Please TYPE the form.***

NAME OF INSTITUTION: Davenport University - Merrillville, Indiana

Medical Terminology
Quality Assurance Health Care
Insurance Claims Processing

Source of Training/Education	Location	Area or Subject of Training/Education	Period of Attendance	
			From:	To:
Davenport University	Merrillville, IN	BAS, Management	2001	2003
Davenport University	Merrillville, IN	Certificate: Exec. Assistant - Medical	1990	1992
Applicable Experience	Location	Exact Nature of Experience	Employment Period	
			From:	To:
Davenport University	Merrillville, IN	Adjunct Instructor	2005	present
Illiana Ear, Nose and Throat	Merrillville, IN	Billing Manager	2001	present
Community Hospital	Munster, IN	Insurance Collector	1999	2001
Visiting Nurse Association	Merrillville, IN	Infusion/Home Health Biller	1995	1999

## INSTRUCTOR'S QUALIFICATION RECORD

***Please TYPE the form.***

Source of Training/Education	Location	Area or Subject of Training/Education	Period of Attendance	
			From:	To:
Pacific Western University	Los Angeles, CA	PhD Allied Health Science MS Allied Health Science	1989	1991
IU/PU	Fort Wayne, IN	MA Liberal Studies	1994	1997
Indiana University	South Bend, IN	BS General Studies	1986	1990
Indiana University	South Bend, IN	ASJ - Criminal Justice AS General Studies	1982 1982	1986 1985
Applicable Experience	Location	Exact Nature of Experience	Employment Period	
			From:	To:
Davenport University	Merrillville, IN	Adjunct Instructor	1996	present
Medical & Hospital Reimbursements	Michigan City, IN & Chicago, IL	Records review to increase reimbursements	1990	present
Medical Office Administrator	Highland, IN & Wilmette, IL	Owner/Administrator of Medical practice	1974	1994

## INSTRUCTOR'S QUALIFICATION RECORD

***Please TYPE the form.***

NAME OF INSTITUTION: Davenport University - Merrillville, Indiana

Clinical Patient Care
Clinical Laboratory Procedures
Anatomy
Introduction to Human Disease
Medical Terminology
Nutrition

Source of Training/Education	Location	Area or Subject of Training/Education	Period of Attendance	
			From:	To:
Western Illinois University	Macomb, IL	MS Microbiology (Mycology)	1971	1973
Western Illinois University	Macomb, IL	BS Zoology	1967	1970
Prairie State College	Chicago Heights, IL	AA Pre-nursing	1965	1967
Applicable Experience	Location	Exact Nature of Experience	Employment Period	
			From:	To:
Davenport University	Merrillville, IN	Department Coordinator/ Instructor	1992	present
LifeSouce, Inc.	Chicago, IL	HLA Laboratory Supervisor	1988	1991
Great Lakes Forensic Lab	Michian City, IN	Directot of HLA Lab	1983	1986
Michael Reese Hospital	Chicago, IL	Laboratory Research Technologist	1979	1983

## INSTRUCTOR'S QUALIFICATION RECORD

***Please TYPE the form.***

NAME OF INSTITUTION: Davenport University - Merrillville, Indiana

Marketing Foundations	Consumer Behavior
Business Law Foundations	Environmental Studies
Accounting Foundations II	Federal Taxation I
Professional Ethics	Accounting Foundations I
Creativity & Innovation	Staffing Organizations
Government & Non-profit Accounting	Human Resource Management
Microeconomics	Small Business Management
Intermediate Accounting II	

Source of Training/Education	Location	Area or Subject of Training/Education	Period of Attendance	
			From:	To:
John Marshall Law School	Chicago, IL	JD	1978	1982
DePaul University	Chicago, IL	MSA Accounting	1977	1983
Western Illinois University	Macomb, IL	MS Biology		1971
Millikin University	Decatur, IL	BS Biology	1963	1967
Applicable Experience	Location	Exact Nature of Experience	Employment Period	
			From:	To:
Davenport University	Merrillville, IN	Instructor	1999	present
Brandewie & Associates	Merrillville, IN	Attorney	1998	
Commonwealth Edison Co	Chicago, IL	Attorney, Biologist, Accountant, Teacher	1976	1996
Springfield Light & Power	Springfield, IL	Biologist	1971	1975

## INSTRUCTOR'S QUALIFICATION RECORD

***Please TYPE the form.***

NAME OF INSTITUTION: Davenport University - Merrillville, Indiana

Health Care Law and Ethics
Pharmacology
Anatomy
Introduction to Human Disease
Stress Management for Life
Health Living
Clinical Patient Care

Source of Training/Education	Location	Area or Subject of Training/Education	Period of Attendance	
			From:	To:
Spartan Health Sciences School of Medicine	Vieux Fort, St. Lucia, West Indies	MD	2000	2004
University of California - Davis	Davis, California	BS, Physiology	1970	1973
Applicable Experience	Location	Exact Nature of Experience	Employment Period	
			From:	To:
Davenport University	Merrillville, IN	Adjunct Instructor	2005	present
Kaplan Higher Education/ Sawyer College	Hammond, IN & Chicago, IL	Instructor & Group Facilitator	2004	present
MJ Medical Group	Chicago, IL	Assist Physician	2003	2004
Virginia Medical Center	Virginia, MN	Emergency Room Volunteer	1996	1999

## INSTRUCTOR'S QUALIFICATION RECORD

***Please TYPE the form.***

NAME OF INSTITUTION: Davenport University - Merrillville, Indiana

Career & Education Seminar	University Colloquium
Intercultural Communication	Global Perspective
Presentation Techniques	Interpersonal Communication
Small Group Communication	
Sociology Special Topics	
Organizational Communication	
Professional Etiquette	
Professional Ethics	

Source of Training/Education	Location	Area or Subject of Training/Education	Period of Attendance	
			From:	To:
Governors State University	University Park, IL	MA Commication Studies	1986	1989
Governors State University	University Park, IL	BA Liberal Studies	1985	1986
Bowling Green State Univ.	Bowling Green, OH		1968	1972
Applicable Experience	Location	Exact Nature of Experience	Employment Period	
			From:	To:
Davenport University	Merrillville, IN	Department Coordinator	1996	present
Aunt Martha's Youth Service Center	Park Forest, IL	Programs Coordinator/ Counselor	1994	1996
Governors State University	University Park, IL	Instructor	1989	1996
Targeted Independent Employment Service	Flossmoor, IL	Program Coordinator/ Counselor	1987	1992

## INSTRUCTOR'S QUALIFICATION RECORD

***Please TYPE the form.***

<b>NAME:</b>	Nemeth	Patricia	Ann
	<b>(Last)</b>	<b>(First)</b>	<b>(Middle)</b>

**Names of Courses Taught:**

## Keyboarding

Source of Training/Education	Location	Area or Subject of Training/Education	Period of Attendance	
			From:	To:
Indiana University	Bloomington, IN	BS & MS Degree Business Education	1962	1972
		with Vocational Endorsement		
Ball State Univeristy	Muncie, IN	Word Processing Training	1985	1985
Applicable Experience	Location	Exact Nature of Experience	Employment Period	
			From:	To:
Davenport University	Merrillville, IN	Adjunct Instructor	1990	present
Merrillville Adult Education	Merrillville, IN	Computer Skills for Employment	2000	present
Lowell High School	Lowell, IN	Teacher, Computer & Business Courses	1977	2001



## INSTRUCTOR'S QUALIFICATION RECORD

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Source of Training/Education	Location	Area or Subject of Training/Education	Period of Attendance	
			From:	To:
Current Technology	Portage, IN	Cisco CCNA & Microsoft MCSA/MCSE	2000	2001
Indiana Univ. Northwest	Gary, IN	MBA	1988	1988
Indiana Univ. Northwest	Gary, IN	MSBA	1981	1983
Purdue University Calumet	Hammond, IN	BSEE	1975	1979
Applicable Experience	Location	Exact Nature of Experience	Employment Period	
			From:	To:
Davenport University	Merrillville, IN	Department Coordinator	2003	present
Bakos & Richards Consulting INC	Schererville, IN	Partner - IT Software & Hardward Design	2001	present
Indiana University Research Center	Gary, IN	Ind. Research for IBRC	2002	2003
Nebula Computer Sys, Inc	Schererville, IN	Owner	1995	2000
Nisource Inc	Merrillville, IN	Various Positions	1979	1999

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Source of Training/Education	Location	Area or Subject of Training/Education	Period of Attendance	
			From:	To:
Purdue University Calumet	Hammond, IN	Computer Endorsement	1985	1988
Univ. of Northern Colorado	Greeley, CO	MA, Art Education	1969	1970
Ball State University	Muncie, IN	BA, Education	1963	1967
Computer Educators	Evansville, IN	Computer Endorsements (summer sessions)	1983	1989
Applicable Experience	Location	Exact Nature of Experience	Employment Period	
			From:	To:
Davenport University	Merrillville, IN	Adjunct Instructor	1998	current
Intraining, Inc.	Lowell, IN	Instructor - Computers	1997	current
Jane Ball Elementary	Cedar Lake, IN	Teacher, Art & Computers	1974	1997
Hobart Twp. Schools	Hobart, IN	Art Teacher	1978	1979

## INSTRUCTOR'S QUALIFICATION RECORD

**Please TYPE the form.**

**NAME:**      Wilman                          Peter                          D

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**(Last)**                                 **(First)**                                 **(Middle)**

NAME OF INSTITUTION: Davenport University - Merrillville, Indiana

English/Reading Foundations
English/Reading Applications
Professional Writing
Advanced Composition
Composition

Source of Training/Education	Location	Area or Subject of Training/Education	Period of Attendance	
			From:	To:
Univ. of Western Ontario	London, Ontario, Canada	MA English Language & Literature	1977	1981
University of Manitoba	Winnipeg, Manitoba, Canada	BA English Language & Literature	1970	1977
Applicable Experience	Location	Exact Nature of Experience	Employment Period	
			From:	To:
Davenport University	Merrillville, IN	Adjunct Instructor	1998	present
Brandon University	Brandon, Manitoba, Canada	Instructor of writing & literature	1991	1998
University of Manitoba	Winnipeg, Manitoba, Canada	Instructor of writing & literature	1983	1990
University of Western Ontario	London, Ontario, Canada	Instructor, literature	1977	1978

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